



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>EXECUTIVE ASSISTANT I</b>
<b>DEPARTMENT:</b>	<b>Senate Curator's Office</b>
<b>SALARY RANGE:</b>	<b>\$46,178 - \$71,577</b>
<b>CONTACT</b>	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>February 2, 2015</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>February 20, 2015</b> Applications will NOT be accepted after 11:59 p.m.  The new online application can be found in the Employment section of Senate.gov - <a href="http://www.senate.gov/employment">http://www.senate.gov/employment</a> .  All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
<b>VETERANS' PREFERENCE:</b>	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members

of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by accessing the on-line application and completing the checklist.

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

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**EXECUTIVE ASSISTANT I**

**Department:** Senate Curator's Office

**Reports to:** Administrator

**NATURE OF WORK**

This is administrative and executive support to the Senate Curator and the Senate Curator's Office. Work includes: assistance in the maintenance of office budgets; coordinating and maintaining contracts; supervising interns; creating office administrative policies and procedures; managing the office's research and records files and associated finding aides; acting as liaison to advisory board members, including coordinating empanelment and meetings; providing materials and support to the Senate Commission on Art members staff;; assisting with the maintenance of collections and museum spaces; managing office facilities, supplies, and equipment, including coordinating staff training; coordinating special events; educating the Senate community and public on the collection; and routine office clerical support. Work is bound by Secretary of the Senate policies and procedures, the Senate Commission on Art, Committee on Rules and Administration, Senate Procurement Regulations, Federal Appropriations Law, the Senate Code of standards of official conduct (codified in Senate Rules and the senate ethic manual), the Foreign Gifts and Decorations Act, and standards established by the American Association of Museums, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general supervision of the Administrator, and Curator on specific projects.

**ESSENTIAL FUNCTIONS**

Provides primary executive support to the Senate Curator and Administrator through meeting coordination and staffing; telephone support; travel coordination; tour preparation and coordination; and other special tasks as assigned.

Under the direction of the Administrator, assistance in the maintenance of office budgets and accounting records in accordance with government accountability standards; inputs, updates and tracks invoices for payment; charges invoices against applicable budget; provides routine budget updates to Administrator and the Curator and recommends responsible purchases; acts as liaison to Secretary of the Senate's Accounts Administrator and other external entities regarding the Curator's funds; and notifies the Administrator and Curator of discrepancies or concerns; assists the Administrator and Secretary's Counsel with periodic Government Accountability Office audits of Senate Commission on Art funds. Works with the Administrator to coordinate the Semi-Annual

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 5

FLSA: NE

VEOA: C

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Report of Commission on Art financial activities for submission to Senate Rules and Appropriations Committees, and works with office staff to complete and distribute it.

Tracks and maintains all office contracts; provides support to staff creating contracts; acts as liaison to the Secretary of the Senate's General Counsel and/or SAA Procurement on contract questions; provides the Curator with routine reports detailing the status of contracts; and numbers, digitizes, and organizes contracts to office standards, ensures that all records are maintained in accordance with government accountability standards.

Populates and maintains office research and administrative files; assists in the development and maintenance of databases and finding aides for research files; prepares office records for deposit at National Archives and Records Administration and conducts periodic deposits of records.

Assists the Administrator with oversight of Secretary of the Senate and Upward Bound interns in the assignment of work and coordination of work for interns from other staff; assists with questions; acts as liaison to the Secretary of the Senate's Human Resources staff in relation to mandatory intern requirements and other human resource matters.

Maintains standard office administrative policies and procedures, including: contract creation and tracking procedures; advisory board procedures; project close out procedures; Commission on Art communication procedures; and other policies and procedures as assigned

Serves on the offices File Task Force and coordinates records management policies and procedures in consultation with the office; coordinates archival policies and practices for office files. Organizes and archives office documents and records, and manages and maintains office and reference files.

Serves as primary liaison to the Senate Curatorial Advisory Board, including coordinating all actions for new board empanelment; member travel reimbursements; and handles logistics for all board meetings. Maintains timely and accurate contact records and provides consistent point of contact for correspondence.

Serves as primary liaison to the Senate Commission on Art members' staff, including coordinating first-contact meetings and preparing and distributing briefing materials related to the Commission. Provides project updates as requested; coordinates staff member visits to special portrait viewings and/or events; creates, distributes, and collects all approval correspondence related to advisory board activities, commissioned works of art, and Commission policies and/or procedures.

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Serves as a liaison to artists for commissioned portraits; coordinates financial and approval logistics of commissioned portraits; monitors status and invoices for commissioned portraits for compliance with contractual agreements; and advises Curator or Administrator of questions or concerns.

Completes daily inspections of historic chambers, museum spaces, artwork and exhibits in the Capitol; resolves and/or reports concerns to Museum Specialist; and assists with the coordination, setup and oversight of special events held in the historic chambers.

Provides primary administrative support to the Curators Office; maintains office supplies, facilities, and equipment; coordinates training on equipment for staff, as well as mandatory Secretary of the Senate training sessions on Human Resources related issues; prepares official correspondence and edits, proofreads and researches as needed; maintains office calendar and schedules appointments for the Curator and staff; and receives visitors and answers phone calls. Coordinates official travel reservations for Curators staff and contract visitors; arranges transportation details; and prepares vouchers for official travel in accordance with established Senate guidelines when needed. Responds to inquiries for information regarding the Senate collection through the management of the general Curator email account, and assists with educating Senate staff and the public on historical objects and elements within the U.S. Capitol. Assists and coordinates special events and projects as assigned; performs other duties as assigned.

Maintains current knowledge of the Curator's office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

Performs other duties as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

**MINIMUM QUALIFICATIONS**

Work requires an Associate's Degree (Bachelor's Degree preferred) with a liberal arts, business major or other applicable degree, with three to five years of administrative or office management

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experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Understanding of the Senate's role in U.S. Government

Demonstrated high level of accuracy in written and oral communication, editing, and document formatting

Demonstrated flexibility, discretion, confidentiality and tact in dealing with a wide variety of individuals, organizations, and personalities

Demonstrated knowledge of modern office practices, procedures and equipment; Ability to accurately organize and maintain a variety of administrative and executive records; Ability to make scheduling decisions independently using established priorities.

Familiarity with government business transaction processes, accounting standards, and official recordkeeping; Ability to prepare accurate accounting records and reports suitable for government audit.

Familiarity with records management concepts, standards, and processes;

Ability to use computer and relevant software packages

Familiarity and an interest in American history, and museum practices and environments a plus

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None

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